Nondiscrimination

Discrimination against any student on the basis of race, color, national origin, sex, disability, or religion in the admission or access to, or treatment in the district’s programs and activities is prohibited. USD 382 Pratt, 401 N. Ninnescah, Pratt, Kansas 67124, (620) 672-4500 has been designated to coordinate compliance with nondiscrimination requirements contained in Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and The Americans with Disabilities Act of 1990. Any student who believes he or she has been discriminated against may file a complaint with the building principal or the compliance coordinator.

Board of Education Mission Statement

Pratt USD 382 will provide an equitable learning opportunity, believing that all students can learn to be productive adults in the 21st century.

SPFO
Southwest Parent/Faculty Organization

All parents of Southwest students are automatically members of the Southwest Parent/Faculty Organization (SPFO). There are no dues or special requirements for membership. We do, however, encourage and depend upon each family to participate in school activities and to assist SPFO when called upon. At Southwest, parents & guardians are encouraged to volunteer in their child’s classroom whenever possible.

Site Council

In accordance with law K.S.A. 1992 K.S.A. 72-6439(c) as set forth by the Kansas Legislature, each school in the state of Kansas shall have a school site council. The law states: “School site councils shall be responsible for providing advice and counsel in evaluating state, school district, and school site performance goals and objectives in determining the methods that should be employed at the school site to meet these goals and objectives.”

The Southwest Site Council is a committee made up of parents, businesspersons, and a Board of Education member, along with teacher representatives and the school principal. This council meets at various times throughout the school year.

*School Site Councils for Kansas Schools and Districts – KSBOE

Academics

Teacher-Student Relations

It is the desire of the school to maintain good student-teacher relationships at all times. Students are asked to show respect to teachers at all times, with all staff having jurisdiction over any student at any time.

Parent-Teacher Conferences

Parent-teacher conferences are a vital part of the educational process. They offer a working relationship between home and school and provide guidance for both the teacher and the parent. Conferences are scheduled for the first and third nine-week grading periods of the year. You will receive a letter from your child’s teacher stating the time for your child’s conference. Dates for the conferences can be found on the school calendar.

Special Programs

Students who need more help with their education than is provided by the regular classroom teacher have many different programs available to them. These programs are directed toward students who are academically above the average, academically below the average, or may have some kind of physical impairment. Parents are always contacted before a student is tested and/or placed in any of the programs. Placement in the programs can originate through parent and/or teacher recommendations.

Exceptional Learner

This program encompasses children with varying capabilities. Additional information about the Exceptional Learner and other programs that are available to him/her may be obtained by contacting the principal.

IEP

The above programs must have parent consent before a student is tested or
placed in them. Before final approval is made, each child will have an Individual Educational Plan (IEP) written to meet his or her needs. The teacher will explain in detail all of the teaching and/or training which will be done for the student. This plan can be amended at any time by parent request. All programs and plans are designed to make the school experience a positive and productive one for the child. For further information concerning any of the programs, please contact the principal.

Report Cards

Report cards will be sent home on the Thursday following the end of the second grading period and at the end of the school year. Please feel free to contact your child’s teacher about any questions you might have concerning his or her report card. The teachers are scheduled to be in their classrooms until 3:50 p.m. each day, and this is usually a good time for a conference. It is wise to call the school and make an appointment. We are always happy to arrange for a Parent-Teacher conference.

Test Out Policy

In accordance with the Kansas State Department of Education guidelines, Pratt USD 382 offers qualified students the opportunity to test out of a grade level. The policy and portion of the guidelines, which concern elementary students is located in the school office. For more information, please contact the principal.

No Child Left Behind

As the parent of a student attending a school receiving federal Title I funds under the “No Child Left Behind” Act, you have the right to know the professional qualifications of each of your child’s teachers. You have the right to ask for the following information about each of your child’s teachers:

- Whether the teacher is certified by the state of Kansas to teach the grade and/or subject area she/he teaches;
- Whether the teacher is teaching under an emergency teaching license or other provisional teaching license;
- The teacher’s college major, and;
- Whether aides or paraprofessionals provide services to your child, and if so, the qualifications of the aide or paraprofessional.

State Assessments

Southwest 3rd and 4th graders are required to participate in Kansas State Reading and Math Assessments. In addition, 4th graders participate in Science Assessment. Student scores will be mailed to parents in the Spring. Parents may also request access to their student’s assessment scores.

State Report Cards and Parents Right to Know

As a result of the federal No Child Left Behind program, states are required to publish information for parents on a report card. Each year the Kansas State Department of Education posts the State Report Cards for each district at www.ksde.org. You may click on “State Report Cards” to locate the USD 382 state assessment test data, as well as other important information about our schools. Please take time to check out our report cards so you are more informed about the school district’s performance.

As you read the information, you may notice various Standard of Excellence awards. This recognition is the KSDE’s way of recognizing districts’ ability to raise student performance. The KSDE uses specific formulas for reading, math and writing to determine statewide benchmarks, or targets, for achievement. The Standard of Excellence honor is given to those grade levels or schools that surpass the rigorous goals and standards set by the KSDE.

If you would like to receive any or all of this information, please contact the district central office at 672-4500.

ATTENDANCE
ATTENDANCE POLICY: A student’s attendance record is a very important part of his/her permanent record. Students with regular attendance generally will be more successful in their classes. The responsibility of school attendance is with the student and the parent. When a student is absent it is the responsibility of the parent to call the attendance office at 672-4540 on the day of the absence. The call should be made before 9:30 AM. The attendance office is open at 7:30 AM for calls. Any student who checks into school after 8:10 AM must first report to the office to be admitted to class pass. Whether the absence is excused or unexcused, daily work must be made up. It is the responsibility of the student to initiate the make-up work immediately upon return to each class. The classroom teacher will determine the make-up work. The Principal has been designated to determine whether the absence is excused or unexcused. The Principal may exempt the following types of absences:

1. Illness (illness verified by notification from physician).
2. Appointment for medical treatment (The student may be asked to present an appointment card for verification.)
3. A family emergency. (e.g. Illness or death in the family)
4. School approved activities.
5. When weather conditions are so severe that it is impossible for the student to attend.

The principal shall report students who have excessive absences to the appropriate authorities. Excessive absences may result in failing classes. When a student has excessive absences, parents will be notified by the school (See Truancy).

EXCESSIVE ABSENCES/TARDIES:
Students are not to exceed 15 absences per semester. Students will be assigned time after school to make up days missed following 15 absences in a semester. Medical appointments, school sponsored activities and court ordered appearances do not count toward the 15-day limit. Absences beyond 12 in a semester will require a doctor’s note in order to be excused. The record of students with excessive absences will be studied by the SIT team who will consider retention among other options to recompense for missed school time.

Parents will be notified after six (6) tardies. Following parent notification, the student will lose 1 discipline point for every 3rd tardy.

3 Tardies=1 discipline point
6 Tardies=Parent notification
7 Unexcused Tardies=Time after school
6 Absences=Letter of concern to parent (If deemed necessary by school personnel)
12 Absences=Attendance review
12 Absences Per Semester=Contact SRS and/or County Attorney regarding attendance if perceived necessary by administration.

Arrival and Departure
Many discipline problems can occur when students arrive at school too early. There is seldom need for a child to be on the playground prior to 7:50 a.m., unless they are attending breakfast children are to report to the blacktop and playground on the east side of the school. They will be supervised and allowed to enter the building at 8:10 a.m. In case of inclement weather, they will report to the multi-purpose room or the hall near their classroom. No supervision is provided prior to 7:45 a.m.

DAILY SCHEDULE
8:05  Doors open—students go directly to their classrooms
8:10  School convenes – Tardy bell rings
3:30  School dismisses

Students must leave the building when dismissed in the afternoon, unless they are given special permission to remain or are attending Beyond The Bell. Playgrounds are not supervised after school.

Keeping Children After School
All students are dismissed at 3:30 p.m. If, for disciplinary or other reasons, students are kept beyond this time, arrangements are to be made by the teacher or student with the parents. Students will not be kept for more than one hour, usually less, for individual help or for disciplinary reasons.

Leaving School Grounds
School officials and teachers believe that after a student arrives at school, he or she must not leave the grounds unless permission has been given by the principal. The school is responsible for the students’ welfare during school hours and must see that all precautions are taken for the benefit of the students. If your child is to leave during school hours, please come to the school and pick up your child, or send a note stating the time and reason you want him/her to leave school. Any student who needs to leave school during regular hours is to sign out at the office.

Withdrawals and Transfers
Students who transfer from our school during the school year are asked to
notify their teacher and principal as soon as it is known that they are leaving. This will enable the student to check in his or her textbooks and library books and a transfer sheet will be ready to take to the new school. If a student leaves during the first semester, a portion of the book rental fee will be refunded, in accordance with the refund schedule as determined by the Pratt USD 382 Central Office.

Southwest & Haskins Elementary
School-wide Discipline Plan

Administrative Action Plan:
Step 1: Conference. Parents may be notified if necessary.
Step 2: Parent Contact.
Step 3: Loss of Privilege. May include loss of recess, isolation for lunch, loss of assembly attendance, etc.
Step 4: Class suspension. Student is removed from class time for less than 1 day.
Step 5: In School Suspension. Student is removed from classroom and may not participate in school activities 1-3 days.
Step 6: Out of school suspension (short term) Student is removed from school setting 1-10 days.
Step 7: Out of school suspension (long term) and / or Expulsion. Long term suspension will be 11-90 school days. Expulsion will be 91-186 days.

Student Discipline Point Totals: Action Taken:
20 Referral to Student Improvement Team
30 1-day out of school suspension
50 2-day out of school suspension
70 Suspension up to 10 days

Penalty of 1 point:
Hall disturbance
Gum/candy/food out of cafeteria
Inappropriate items (toys, music devices, cell phones etc.)
Dress Code Violation
Third Tardy
Unexcused Absence
Other as determined by administrator

Penalty of 2 points: Step 1 - 3 Step 3 - 5
Lying
Inappropriate language
Class disruption
Playground rules violation
Other as determined by administrator

Penalty of 3 points: Step 3 Step 3 - 6
Disrespectful / Defiant
Leaving class without permission
Inappropriate bathroom behavior
Pushing / Shoving
Cafeteria Violation
Spitting
Other as determined by administrator

Penalty of 5 points: Step 4-6 Step 6
Fighting
Vandalism
Bullying/Harassment/Intimidation
Theft
Threats
Other as determined by administrator

Principal may administer the following steps:
First Offense Repeat Offense
Step 1 Step 1 - 4
Penalty of 8 points:
Inappropriate touching
Sexual misconduct

Penalty of 10 points:
Illegal substance possession or use.
Weapons
Other as determined by administrator

Step 6-7 Step 6-7

SUPERFROG Incentive Plan
Total discipline points will be kept for each student. If a student has fewer than 10 points, he/she will be invited to an end of the semester reward such as a movie. A Superfrog assembly will be held approximately every 3 weeks. Students will be invited if they have no points during that 3-week period.

Suspension/Expulsion
A student may be suspended or expelled, for reasons set forth in Kansas law, by the following certified personnel: Superintendent, Principal, or Assistant principal.

A suspension may be for a short term, not exceeding five school days, or for an extended term, not exceeding 90 school days. An expulsion may be for a term, not exceeding 186 school days. Any student who is suspended or expelled shall receive a copy of the current suspension and expulsion law and this policy. Expulsion hearings for weapons possession shall be conducted by the Superintendent/designee. Expulsion hearings shall be conducted by the Superintendent or other certificated employee or committee of certificated employees of the school in which the student is enrolled or a hearing officer appointed by the Board, or another person, appointed by the Board.

Personal Appearance
Cleanliness is essential to a child’s well being. Good health habits should be practiced at all times. Proper grooming of hair, teeth, and body should be stressed. The personal appearance of the students attending our school is the responsibility of the parents. Hair any color other than a natural hair color is not appropriate.

A child’s clothing should be neat, clean, and comfortable. Some clothes, however, are not appropriate for school wear. Clothing that reveals too much does not add to a healthy environment for learning while at school. As your child is growing up, selection of appropriate clothing becomes more important! Short shorts, tube tops, and tops cut low or off the shoulders are NOT appropriate. Also, T-shirts which advertise any form of alcohol or tobacco products are not appropriate for school wear. Shoes should be comfortable and suitable for running and playing games. Shoes with long cleats, such as those on soccer or football shoes, are not appropriate, in addition to being bad for foot comfort when worn on hard floors for an entire day. Flip-flops are not recommended.

Drug Free Schools
Maintaining drug free schools is important in establishing an appropriate learning environment for the district’s students. The unlawful possession, use, sale, or distribution of illicit drugs and alcohol by students on school premises or as a part of any school activity is prohibited. This policy is required by the 1989 amendments to the Drug Free School and Communities Act, P.L. 102-226, 103 St. 1928. See school calendar for additional information.

ACTIVITIES

Field Trips
At various times throughout the year, students will be transported to other locations for activities related to their educational program. Most locations are within the boundaries of Pratt County. Once a year, most grades are involved in a field trip to another city. Parents will always be notified of all out of building activities. A permission slip concerning all field trips must be signed by the parent and is kept on file at the school. See Appendix A for a sample copy of permission slips for both in-town and out-of-town activities.
HEALTH AND SAFETY

Health Services

Our school is fortunate to have the services of a registered school nurse. The nurse works in close cooperation with the teachers and doctors in Pratt. Parents are urged to confer with the school nurse on any matter pertaining to the health of their children. Health services includes the following:

--Kansas law requires that each child entering school in Kansas for the first time shall, prior to admission, present to the school authorities certification of receiving immunization against poliomyelitis, diphtheria, pertussis, tetanus, mumps, measles, Rubella, and Hepatitis B Vaccine for Kindergarten.

--In accordance with Senate Bill 520: “Beginning with the 1994-1995 school year, certain children entering Pratt USD 382 for the first time must have a Child Health Assessment.” This applies to any student not previously enrolled in any Kansas school, age eight and under. This health assessment must be done within 12 months prior to school entry or within 90 days after school entry.

--“Students who fail to provide said documentation as required by law may be suspended from school by the Superintendent or his designated representative until proof of physical assessment has been given to the appropriate administrator.”

--“As an alternative to health assessment, a student shall present a written statement signed by one parent or guardian that the child is an adherent of a religious denomination whose religious teaching are opposed to such assessments.”

Health assessment forms may be obtained at the Pratt County Health Department or at either elementary school offices. Health assessments may be accepted from your family physician, the county Health Department, or a person acting under the direction of a physician.

--If your child is handicapped in any way, please be sure the teacher, principal, and school nurse are informed, so that any unusual circumstances may be properly handled.

--If a child has any health problems, parents need to inform the school of the name of their family doctor, and where the parent can be reached in case of an emergency.

--A dental health card is used in our school, and each child is encouraged to go to his or her family dentist for a dental checkup and corrective work, if needed. The card should be returned to the school when the dentist has signed it.

--The school nurse conducts hearing tests for those children referred to her.

--The children receive vision and hearing tests every year.

--If your child becomes ill or is injured while at school, we will make every effort to care for him or her and to notify the parent or person to be contacted in case of an emergency. Please be sure to let the school know who is to be contacted in case of an emergency or illness, as well as where this person can be reached. No child is sent home unless such a contact has been made. In an extreme emergency, your child will be taken to the Emergency Room if you cannot be contacted. We will not give any medication unless written or oral directions are given by the doctor. First-aid treatment will be administered to the child as needed and to the best of our ability in case of injury.

Medication At School

At times during the school year, it is necessary for medications to be given to students. No medications will be given to any student for any reason unless a “Medication Release Form” is completed and on file in the nurse’s office. These forms may be picked up in the school office. See Appendix B for a
Visiting & Resident Animals

Animals can serve as excellent teaching tools, and students love to have them visit the classroom. When using animals as an instructional aid, the objective should always be planned in advance. Before any animal is brought to school please notify the child’s teacher and/or principal for permission. The School Board has very strict guidelines for the safety of our children, which the schools must follow regarding animal visitations.

Fire and Storm Drills

A fire drill is practiced once a month during school hours. The school also has a drill for taking cover during storm and civil defense warnings. Diagrams showing exits to use are posted in each classroom. Teachers review with the students the proper procedures to follow during the drills.

Severe Weather & School Closing

Early dismissal and school cancellation will be announced on the Pratt radio station, KWLS AM 1290 and KWCH Channel 12. It is the responsibility of parents to monitor the radio station and/or television station during bad weather. PLEASE DO NOT CALL THE SCHOOL, RADIO, OR TELEVISION STATION.

GENERAL INFORMATION

Complaints About Policy

Complaints About Discrimination: The district is committed to maintaining a working and learning environment free from discrimination, insult, intimidation or harassment due to race, color, religion, sex, age, national origin, or disability. Any incident of discrimination, including acts of harassment shall promptly be reported for investigation and corrective action by the building principal or district compliance coordinator. Any student or employee who engages in discriminatory conduct shall be subject to disciplinary action, up to and including termination from employment or expulsion from school.

Discrimination against any student on the basis of race, color, national origin, sex, disability, or religion in the admission or access to, or treatment in the District’s programs and activities is prohibited. The Assistant Superintendent, Pratt USD 382, 401 N. Ninnescah, Pratt, KS 67124, (620)672-4500, has been designated to coordinate compliance with nondiscrimination requirements contained in the Title IV of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and The Americans with Disabilities Act of 1990.

Any student who believes that he or she has been discriminated against may file a complaint with the building principal, another administrator, the guidance counselor, or another certified staff member. Any school employee who receives a complaint of discrimination or harassment from a student shall inform the student of the employee’s obligation to report the complaint and any proposed resolution of the complaint to the building principal. If the building principal is the alleged harasser, the report shall be made to the district compliance coordinator. Any student complaint of discrimination shall be resolved under the district’s discrimination complaint procedures.

Complaint About School Rules: Any student may file a complaint with the principal concerning a school rule or regulation as it applies to the student. The complaint shall be in writing, filed within 20 days following the application of the rule or regulation, and must specify the basis for the complaint. The Principal shall investigate the complaint and inform the student of the resolution within 10 days after the complaint is filed.

Telephone Calls

The telephone in each building is a business phone and should be used for...
business calls only. We want you to call the school when NECESSARY, but
children will only be permitted to use the phone in case of an
emergency. EXCEPT IN AN EMERGENCY, WE WILL NOT CALL THE
STUDENTS OR TEACHERS FROM THE CLASSROOM TO THE PHONE.
ALL PLANS CONCERNING AFTER SCHOOL ACTIVITIES SHOULD BE
MADE BY THE CHILD AND PARENT BEFORE COMING TO SCHOOL.
Messages will be taken and return calls made when necessary. Your
cooperation in this matter will be greatly appreciated.

Lost And Found

The school has a lost and found department. Students and parents are urged
to contact the school office as soon as an item is missing. Outer garments,
private books, purses, and other personal items should be marked with the
owner’s name. With so much standardization of children’s clothing, it is not
unusual for students to wear identical clothing.

Lost or Stolen Money

Except for school lunch money or milk money, there is little need for students
to carry money to school. Lost or stolen money can cause a great deal of
ceremony for both the student and teacher, resulting in great waste of class
time. WHEN YOU SEND MONEY TO SCHOOL, PLEASE PUT IT IN AN
ENVELOPE, SEAL IT, WRITE THE STUDENT’S NAME, AMOUNT
SENT, AND REASON FOR SENDING IT. We urge you to send checks. It
is easier to replace checks than cash.

News Items & Newsletters

Your school principal issues a newsletter each month. These are sent home
with the students and we ask that you read them carefully. The Pratt Tribune
carries school news items and activities. The Central Office issues a school
calendar. We hope that these lines of communication will keep all parents
informed. We also urge parents to contact the school about any questions
that might arise. If you fail to receive your newsletter, please call the school.

Classroom Visitation

Parents who wish to visit classrooms may do so by appointment only, and must
not be a distraction to students or faculty.

Personal Property

The school is not responsible for any loss of or damage to personal property.
Personal belongings should be clearly marked with the student’s name. The
students will assume responsibility for any items brought to school. Parents
should monitor any items brought to school. It is requested that no real or
toy weapons, hard baseballs, or sleds be brought to the playground
during the school day.

Playground Rules

See Appendix C for a copy of the playground rules.

School Parties

Parties at Southwest fall into two basic categories: student birthdays and class
parties.

Student Birthdays

These very brief, end of the day (3:10 – 3:30) parties offer children who are
celebrating their birthdays the opportunity to share with their classmates. The
“treat” should never be more than a cookie or cupcake and is always optional.
Gifts are never to be exchanged. Presents of flowers sent to the students while
at school are discouraged. Please contact your child’s teacher in advance as
to an appropriate time and the number of students in the class. An alternate
plan is suggested for your consideration. Under this plan, the parent
purchases a book approved by the librarian and the child presents this book to
the school. This book will have a sticker placed in the front stating your
child’s name and the year of presentation. The book remains in the room for
a period of time and then is placed in the school library where other children
may enjoy reading it. Arrangements for purchasing books are to be made
through the school librarian. Please do not handout invitations unless all students
are receiving one.

Class Parties

There are four class parties each year which allow students to celebrate
upcoming holidays. They are on or just before Halloween, Christmas,
Valentine’s Day, and Easter. Parents and Room Mothers are asked to assist
with these parties. The following guidelines were developed by the SPFO
Board after consulting with the classroom teachers:
At open house, there will be a sign-up sheet in each classroom for parents to sign up for which party they will help with and what they will bring to that party. The following is a list of what is needed for each party:

1. Cupcakes or cookies (no more than 1 cupcake or 2 cookies per child)
2. Drinks for grades 1-5. Kindergarten will drink their milk.
3. Cups, if needed, for grades 1-5.
4. Napkins
5. One or two games should be planned for each party. They should be such that no prizes are needed.
6. Room Mothers are to call parents at least one week prior to each party to remind them of what they signed up to bring.
7. With the exception of Halloween, parties are not to last more than 30 minutes. Halloween is 60 minutes due to the parade.

### Beyond The Bell

“Beyond The Bell” is a before and after school program designed to enrich reading and math skills. Students enrolled in the program will learn computer skills, get homework assistance, take field trips, and enjoy physical activities in a safe, supervised environment. The program meets every school day from 3:30 – 5:30 p.m. in the multi-purpose room. All students, K-4th grade, are eligible for enrollment.

### Bicycles

Bicycles may be ridden by students in grades 3-5. Special permission must be obtained from the school Principal for 1st and 2nd graders to ride bicycles to school. If students ride a bicycle to school, they are expected to comply with safety rules.

1. Ride in single file.
2. Only one child to a bicycle.
3. Have the bicycle in good working condition.
4. Use hand signals.
5. Observe all traffic rules.
6. **WEARING A HELMET IS RECOMMENDED.**
7. Park bicycles in racks provided.
8. Enter school grounds on the east side.
9. Bicycles may not be ridden while on school grounds.

### Physical Education Clothing

For your child’s safety, he/she will need a pair of tennis shoes to wear for Physical Education. We urge that the girls wear slacks or jeans on PE days.

### STUDENT SERVICES

#### Counselor

An elementary school counselor will assist individuals in developing positive self-images, expressing thoughts and feelings, learning effective ways to communicate, and dealing with daily needs and concerns. The goal of an elementary school counselor is to facilitate the individual’s ability to function successfully within the school, family, and community settings, and to recognize and use his or her fullest potential.

The counseling services that are available at the elementary level includes assessment of needs, individual and small group counseling, classroom guidance activities, assistance in planning in-services, parent and teacher consultations and referrals. An elementary school counselor has earned a Master’s of Science Degree in Counselor Education from an accredited university. He/She has been trained to establish a counseling and guidance program to enhance the existing curriculum. The elementary counselor is sensitive to the needs of students and staff and serves as a liaison with home and community. Confidentiality is a critical part of the counseling code of ethics and advocated by the American Association of Counseling and Development and the American School Counselors Association.

#### Nurse

See Health And Safety — health services

#### Breakfast program

The breakfast program is on a prepay basis. May Parents are welcome to eat with their child for $1.10. The free and reduced breakfast program is...
available for families who qualify and forms may be picked up at the office. Serving time will be from 7:45 – 8:00 a.m. Breakfast will not be served during late start (faculty meetings) or on days that busses run late due to inclement weather.

Lunch Program

The computer prepay lunch system provides the school and parents with a more efficient accounting system of student lunches. A student card will be used for the lunch program. Parents may prepay which will be recorded in the computer. When the student account decreases to a two-lunch level, the computer will print a note to the parent, notifying them that more lunches need to be purchased. Parents need to check with their child on a regular basis to see if they have brought home a reminder. Often, young students forget to bring these home. It is recommended that parents pick a certain day of the month to send lunch money to school. The free and reduced lunch program is available for families who qualify. Students also have the option of bringing a sack lunch or going home to eat lunch. Milk can be purchased for 30 cents a carton. This can be taken off the lunch card.

Parents are welcome to eat lunch with their child. We ask that you notify the office by 8:45 a.m. if you plan to eat with your child.

Special Milk

The special milk is for kindergarten students only. During enrollment parents have the opportunity to state if they want their child to have the special milk. Parents are able to pay the milk fee each nine weeks. If the milk price should fluctuate during the year, parents will be notified in ample time to be given the choice to continue in the special milk program.

Bus Transportation

A request form for students within Pratt city limits to ride the bus to school may be obtained at the Southwest office. ALL STUDENTS RIDING THE BUS TO AND FROM SCHOOL MUST HAVE A BUS FORM FILLED OUT.

If a student is to ride home with another bus student, parents need to send a permission slip to school. Students should be reminded of the importance of good behavior and safety while riding the bus. When a student rides a bus, they are expected to follow the safety rules:

1. Remain seated until the bus stops.
2. Keep aisles clear.
3. Use quiet voices.
4. Follow the directions of the bus driver.
5. Enter and leave the bus in an orderly manner.

Student Insurance

Student accident insurance for incidents which occur at school is available for those who wish to take it. Forms will be available during enrollment.

SCHOOL PROPERTY

Building Opening/Closing Time

Teachers and staff at Southwest are in the building between the hours of 8:00 a.m. and 3:50 p.m. on regularly scheduled school days. We welcome you into our building during those hours. It may be necessary to use the front (main) entrance.

Computer Use

Use of District Computers/Privacy Rights: Computer systems are for educational and professional use only. All information created by staff and students shall be considered district property and shall be subjected to unannounced monitoring by district administrators. The District retains the right to discipline any student, up to and including expulsion and any employee, up to and including termination, for violations of this policy.

Internet Use

In making appropriate use of the USD 382 computer resources (including Internet access and Online services), each user must accept responsibility for his/her behavior.

Acceptable Use Policy for Online Services/Internet Access:

1. Any use of the network to facilitate illegal activity is prohibited.
2. Any use of the network for commercial or for profit is prohibited, as well as making purchases online.

3. Use of the network for non-school related communication is prohibited.

4. Any use of the network for product advertisement or political lobbying is prohibited.

5. Communication via the network should not be assumed to be private or privileged information.

6. No use of the network shall serve to disrupt the use of the network by others; hardware or software shall not be destroyed, modified, or abused in any way.

7. Use of mail or message services to harass, intimidate, threaten, or otherwise annoy another person is prohibited.

8. The illegal installation, application, or transmission of copyrighted software for use on district computers is prohibited.

9. Use of the network to access or transmit offensive, obscene, objectionable, or pornographic material is prohibited.

10. Students should not use their full names, or give out their home phone number, home address, or school name. We recommend not to give social security numbers, bank account numbers or credit card numbers.

11. No student shall download software or information from the Internet without the permission of the instructor. If the teacher does not feel comfortable with the student downloading the information/software, the student will await the decision of the technology facilitator regarding the downloading of this particular software.

ACCESS TO THESE TECHNOLOGIES IS A PRIVILEGE, NOT A RIGHT!

USD 382 reserves the right to remove a user from the network to prevent further unauthorized activity.

USD 382 reserves the right to log Internet use and to monitor file serve space utilization by users while respecting user accounts.

USD 382 reserves the right to implement filtering systems to protect user access.

Consequences of Misuse

Three levels of punishment may be enforced by the administration. While the levels may be implemented in order, nothing prevents the administration from selecting any step, depending on the facts and the severity of the violation.

Level 1: Warning
Student would lose access to the information retrieval system until a parent conference is held. Any additional loss of privileges as determined by the administration will be discussed at this conference.

Level 2: Pattern of Abuse, Repeated Abuse, or Flagrant Violations
Student who, after a Level 1 warning, continues to engage in serious or persistent misbehavior by violating the district’s previously communicated written standards of conduct may be removed from any information retrieval system privileges for the next 18 weeks of school and a recommendation for suspension.

Level 3: Expellable Offense
Student could be expelled from school if he/she engages in conduct on an information retrieval system that contains the elements of the offense of criminal mischief as defined by state and federal law. Any student engaged in a Level 3 offense for misuse of technology will also lose computer privileges. See Board Policy Book for further explanation of a Level 3 offense.
APPENDIX A

SOUTHWEST ELEMENTARY SCHOOL
SCHOOL SPONSORED ACTIVITY/FIELD TRIP CONSENT/EMERGENCY CONSENT

My child, ___________________________________________, has permission to leave school grounds on a supervised activity with a certified instructor or coach. I understand these activities may include transportation by district vehicle.

In case of accident, illness, or emergency, it is necessary for the school to know your preference for the care of your child. Please list three choices.

Parent/Guardian: _____________________________  Phone number: _________________________
Parent/Guardian: _____________________________  Phone number: _________________________
Relative/Friend: ______________________________  Phone number: _________________________

If parent or guardian cannot be contacted, we, the undersigned parents of the child identified above, hereby authorize officials of the above school to contact directly the following physicians of our selection and we hereby certify that we are the parents of the said minor child, and do authorize the physicians named below to render such treatment as said physicians, or either of them, may deem reasonably necessary, in an emergency, for the health of said child, without further authorization then here expressed. In the event neither of the physicians here named can be contacted, or either of us is unavailable to give our express consent at such time with reference to any other physician, we hereby consent and authorize the officials of the school to contact any licensed physician, and we hereby authorize said physician to render such treatment as he may deem reasonable and necessary, in what he may consider to be an emergency, for the health of our foresaid minor child.

Insurance Policy Name: ______________________________  Insurance policy #: _______________________
Physician (1st choice): ______________________________  Phone number: __________________________
Physician (2nd choice): ______________________________  Phone number: __________________________

____________________________________________   ________________________
Signature of Parent or Guardian                                Date
APPENDIX B

PRATT UNIFIED SCHOOL DISTRICT 382

Request for Medication to be Administered During School Attendance

Name of Student: ____________________________________________________

School: ___________________________ Grade: ___________________________

Diagnosis: ____________________________________________________________________

Medication: ___________________________ Dosage: ___________________________

Time of Day Medication is to be Given: _____________________________________________

Date: _____________________________ Signature of Physician

I hereby give my permission for _________________________________________ to take the above prescription at school as ordered. I understand that it is my responsibility to furnish this medication. I further understand that any school employee who administers any drug to my student in accordance with written instructions from the physician or dentist shall not be liable for damages as a result of an adverse drug reaction suffered by the student because of administering or failure to administer such drug.

Date: _____________________________ Signature of Parent or Guardian

NOTE: The medication is to be brought to school in the original container appropriately labeled by the pharmacy, or physician, stating the name of the medication, the dosage, and number of days to be administered at school.
APPENDIX C

PLAYGROUND RULES

General Rules
1. Show respect to playground attendants at all times.
2. Show fair play, good sportsmanship and courteous behavior to all children and adults.
3. Abusive language is not allowed.
4. Kicking, tripping, shoving, tackling, hitting or piling on is not allowed.
5. Climbing on any fence or back stop is not allowed.
6. Permission must be given to enter the street after a ball or to go into the building.
7. No standing on picnic tables.

Bad Weather Rules
1. No throwing snow.
2. No sliding on the ice.
3. Stay off large piles of snow. Small piles are permissible if correct shoes are worn.

Specific Areas

Swings
1. one person at a time
2. swing straight forward and backward
3. swing only in a sitting position
4. no climbing on swing poles
5. no jumping out
6. no walking in front or back of moving swings
7. no running under moving swings

Horizontal ladder, bar apparatus, jungle gym, spider
1. keep hands and feet to self
2. no standing on top
3. one person at a time
4. no dropping onto students playing in the sand

Slides
1. one child at a time
2. no standing at bottom of the slide
3. one on the ladder at a time
4. slide only in a sitting position
5. no walking up slide

Tether Ball
1. no hanging from rope
2. no sitting on ball

Discipline to follow if rules are broken:
Expected Behavior Plan as stated in handbook, pg. 10 or Appendix D
1. verbal warning
2. sit in the time-out area on the playground
3. referral to office